

**Final FY 2010 regular IDEA entitlement claims due Sept. 30**

Any claims to request funds for expenditures that occurred between July 1, 2009 and June 30, 2010, against IDEA regular entitlement funds (either flow-through or preschool) must be submitted by Thursday, September 30, 2010. On Friday, October 1, the IDEA budget software will no longer allow an LEA or CESA to submit 2010 regular IDEA entitlement claims.

This notice does not apply to IDEA ARRA funds, only IDEA regular entitlement funds awarded in fiscal year 2009-2010.

**ARRA Grant Fund Balances**

LEAs have until September 30, 2011, to spend the ARRA funds. If an LEA submits a final claim for IDEA-ARRA flow-through or preschool funds, and there is a balance remaining, the LEA's business office contact will receive an e-mail from the DPI Special Education Team's ARRA Consultant, Joe Galle, to ask that the LEA confirm there are no plans to submit claims for the remaining amount.

On the flipside, if the LEA has claimed all ARRA funds awarded and has a zero balance, a final claim with a district administrator's signature should be submitted to DPI as soon as possible. Until a final claim with signature is submitted, the LEA will continue to receive and be required to submit IDEA-ARRA FTE / Vendor Impact Surveys. Once a final claim with signature is submitted, the LEA will not receive an ARRA survey for those funds during the report period following the period the claim was submitted.

**Please Review the Special Education High Cost Aid Claim Instructions!**

LEAs have been entering student claims into the Special Education High Cost Claim software; however, it is becoming apparent that the instructions for the software program are not being reviewed. As an example, the Special Education Team must verify that only appropriately licensed staff are on the claim. This means that all personnel that are in licensable positions must have an Employee Final Number (EFN) entered into the software. If the EFN is missing, the claims will be returned and the LEA will need to add them in.

Also, there are requirements for what information must be included when claiming items such as purchased services, transportation, and equipment. If the required information is not submitted with the claim, the claim will be returned so that this information is added.

Instructions for the special education high cost aid claim can be viewed at <http://dpi.wi.gov/sped/pdf/high-cost-instructions.pdf>. Additional information on the high cost aid claim software can be viewed at [www.dpi.wi.gov/sped/lpp-budgets.html#highcost](http://www.dpi.wi.gov/sped/lpp-budgets.html#highcost).

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